

Job Description

Post Title:	Receptionist/Admin Support Officer
Location:	Highfields Spencer Academy
Salary/Pay Range:	NJC3 – NJC5
Hours of work:	Part Time, 29.5 hours per week, term time only.
Reporting to:	Office Manager / Principal

Overall Purpose of Post:

To provide reception, clerical, administrative and financial support to the school

Main Duties and Responsibilities

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle. The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

Reception

1. To receive and welcome all visitors to the school in a friendly and professional manner.
2. Process ID checks for all visitors in accordance with the Trust safeguarding procedures ensuring that everyone is signed in and out and wearing appropriate identification.
3. To seek to ensure the safety and welfare of pupils by being aware of unexpected visitors and reporting to senior management team any concerns.
4. To ensure that all queries, either in person or by telephone are dealt with efficiently and appropriately.
5. To keep display material up to date in the office and reception area, including parent packs, standard forms etc, and replenish as necessary to ensure the smooth running of the office.

Administration

1. To manage finance / credit card reconciliation and the generation of orders, receiving and checking of goods, processing invoices for payment.
2. Be responsible for stock and stationary
3. Administration of school milk, dinner monies, uniform and other monies related to school matters.
4. be responsible for the dinner registers
5. To maintain the school diary.
6. To check school emails every morning and then regularly thereafter during the day and forwarding messages to appropriate staff.
7. Receipt and distribution of incoming mail and internal mail to assist effective communications within the school. Postage of outgoing mail
8. Carry out Administration duties as directed by the Principal, Office Administrators and Senior Leadership Team
9. To assist in arranging absence cover for teaching and non-teaching staff and record as necessary.
10. Operate and maintain relevant equipment and ICT software packages eg; SIMs, Word, Excel, Email.
11. Fire Officer: to follow school procedures in event of an emergency.
12. Operate reprographic equipment in order to provide an efficient service in accordance with school policy and arrange servicing when required.
13. To undertake any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.

Pupil support

1. To operate the school's pupil database (SIMS) and maintain details of all the children. Using SIMs to record attendance and input pupil information.
2. Administering minor first aid and contacting parents if required
3. Maintaining pupil records as required and generate reports using SIMS regarding pupil information and attendance
4. To be responsible for the collection of dinner money, reconciling of registers and bank in to school budget. Collection of school meal numbers each day and passing these onto the kitchen staff.
5. Ensure that pupils arriving late and those leaving early are recorded in accordance with school policy.
6. To support in following up child's first day of absence, seeking reason for unexplained pupil absence and enquire from parents by telephone, text messaging service/letter.
7. To assist the office manager as required when pupils transfer out or arrive from other schools, i.e. contact previous school for record, UPN, free meals information etc.

General

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Academy policies including in particular Health and Safety and Safeguarding.
- Participate in the Academy Appraisal process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.
- These above mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks.

Name of Postholder:

Signature:

Date:

Person Specification

	Essential	Desirable
Qualifications and experience		
Good standard of education especially with regard to literacy and numeracy skills.	✓	
GCSE Maths and English grade C or equivalent	✓	
Experience of working in a busy office	✓	
General reception, clerical and administration	✓	
Previous experience in an educational environment		✓
Cash handling experience		✓
Knowledge and skills		
Ability to work calmly under pressure	✓	
Ability to communicate clearly orally and in writing	✓	
Ability to work collaboratively with others	✓	
Ability to work within school based systems and specified timelines	✓	
Working knowledge of a range of administration procedures	✓	
Ability to proficiently use office computer software including word processing, spreadsheets, databases and internet systems	✓	
SIMS management information system		✓
Academy procedures		✓
Personal qualities		
Excellent interpersonal skills with the ability to maintain strict confidentiality	✓	
A diplomatic and patient approach	✓	
Initiative and ability to prioritise own work and that of others to meet deadlines	✓	
Efficient and meticulous in organisation	✓	
Able to follow direction and work in collaboration with the leadership team	✓	
Able to work flexibly, adopt a hands on approach and respond to unplanned situations	✓	
Ability to evaluate own development needs and those of others and to address them	✓	
Commitment to the highest standards of child protection and safeguarding	✓	
Recognition of the importance of personal responsibility for health and safety	✓	
Commitment to the Trust's ethos, aims and whole community.		